



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISIONINSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to  
Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334,  
Attention: Scheduling Section.

930413-01

Sheet 1 of 5

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Transportation Division of Administration General Support Services - Room 2A No. 2 Capitol Square Atlanta, GA 30334 484-0000	Application Number	Date Received APR 13 1993
Application Number		Date Completed 08/23/94	
2. Person to Contact Martha B. Lamb		Working Title Records Management Analyst	Telephone Number 656-6861
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 07-01-93 Latest -----		5. Records Series Title (followed by title used in office, if different) City/County Highway Project Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?  The Division of Administration provides staff support to the Department in the areas of General Accounting; Audits and Fiscal Procedures; Personnel and Training; Contracts Procurement and Administration; Equipment Control; Purchasing; Cost Accounting; General Files; Records Management; Department Budget; Safety Risk Operations and Telecommunications; Inventory and Warehouse Control.  General Support Services is responsible for Contract Procurement and Administration; Equipment Control; Purchasing; Cost Accounting; General Files; Records Management; Department Budget; Safety and Risk Operation; Telecommunications; Heating and Airconditioning; Warehouse and Map Sales.  General Files: Responsible for the official files for the Department.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: Maintaining the Department's official records of highway projects for the construction of roads, bridges, airports and mass transit projects financed by state funds.  Included are: See attached listing of documents included in each project file.          File is arranged: Numerically by project number.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>Daily</u> ; Seven to twelve months old <u>Weekly</u> ; Thirteen to twenty-four months old <u>Various</u> ; twenty-five months and older <u>Seldom?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>50</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy. See attached list.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	6 _____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

GA Code 9-3-24 - All actions upon promissory notes, drafts or other simple contracts in writing shall be brought within six years after the same become due and payable.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

General Office - Cut off file at end of each calendar year. Transfer to State Record Center hold six years then destroy.

District Office - Cut off file at end of each calendar year - transfer to holding area. Hold six years, then destroy. Send to RMO in General Office - list of projects destroyed with dates.

These instructions are for the projects beginning 7-1-93. Prior to 7-1-93 must be kept 20 yrs.

These instructions apply to all projects and future recommendations of the series.

☐ Destroy.

☐ Transfer to \_\_\_\_\_

Application # 930412-01, Sheet 2 of 5

Schedule 93-0001, 08/23/94

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James R. Martin</i>	4-7-93	<i>Marsha B. Lamb</i>	4-7-93

State Records Committee (Signature)

Date

Recommendations in paragraph 12 are approved.  
(If disapproved, attach letter of explanation.)

State Auditor/Designee

Secretary of State/Designee

Attorney General/Designee

SEE ATTACHED  
STATE RECORDS COMMITTEE  
APPROVAL SIGNATURE SHEET

Highway Project Files with STATE FUNDS only

Included are: Local Assistance Road Program (LARP)  
Local Assistance Bridge Program (LAB)  
County Contracts (State-Aid Projects)  
Maintenance Projects (SAMA)

These are short turn-around projects for resurfacing, maintenance or replacing bridges off the state highway system and on the state highway system, selected by a priority submitted by the Local Governments to the Department of Transportation and chosen in a meeting with the Commissioner and District Engineer in the respective area, State Transportation Programming Engineer and State-Aid Office. The Maintenance Office is present for maintenance type projects. The files contain (a) letters from the Local Governments; correspondence from the Districts or other interdepartment units regarding cost estimates, design information and/or right-of-way requirements.

Item 10(g): This information is also used in "Black Books" used by the Top Management in meetings with individuals from counties and cities. The "Black Books" contain information on all projects and activities of the Department in each county and/or city within a county.

*Read*

32-5-21(5) <sup>(a)</sup> planning, surveying, constructing, improving paving and completing public roads not on state Hwy system.

(b) some on state Hwy system.

(c) on roads dept determines most need it

*main transportation*

32-9-2

*Airports*  
32-9-7

*Notes by*

*Peter E. Schindler*  
6/23/93

Sheet: 3 of 15 *PSD*  
*1/26/94*

DEPARTMENT OF TRANSPORTATION  
RECORDS RETENTION SCHEDULE  
APPLICATION #930413-01

Approved as Schedule Number: 93-0001

Effective Date: 08/23/93

annotated by the Department of Archives and History - RGS 1/25/95

**STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #930413-01**

Sheet : 4 of 5

Schedule Number: 93-0001

Effective Date: 08/23/94

Agency Code: 0484

Agency: Department of Transportation

Creating Office: Administration Division  
General Support Services

Series Title/Dates: City/County Highway Project Files, July 1, 1993 - [ongoing]

Access: Open

Class: Individual

Function Documented: State-funded, short, turnaround construction and maintenance projects to improve state and county roads and bridges, airports, and mass transit systems (O.C.G.A. §32-5-21, §32-9-2, §32-9-7). The Commissioner selects the projects for funding based on the priorities submitted by the local governments and on information and advice provided by the appropriate District Engineer, the State Transportation Programming Engineer, the State Aid Office, and, if a maintenance project, the Maintenance Office.

Consists of: Correspondence and reports from local governments, district offices, the Local Assistance Road Program (LARP), the Local Assistance Bridge Program (LAB), County Contracts (State Aid Projects), Maintenance Projects (SAMA), and other Department of Transportation units regarding local priorities, design information, right-of-way requirements, and other information about the project.

Related to but not a part of this series are "Black Books," which are compilations of summary information used by department administrators as reference for department projects and activities in the office and field. "Black Books" are covered under Common Records Retention Schedule #1.

Arrangement: Numerically by project number

Indexed by: Computer index.

Media: Paper

continued on sheet 5

**STATE OF GEORGIA  
RECORDS SERIES PROFILE  
RECORDS RETENTION SCHEDULE  
APPLICATION #930413-01**

Sheet: 5 of 5

Schedule Number: 93-0001

Effective Date: 08/23/94

**Retention Requirement:** Statute of limitations for simple contracts: Six (6) years (O.C.G.A. §9-3-24).

**Disposition Instructions:** The following instructions apply only to project files created after June 30, 1993.  
See schedule #79-0089-A for retention instructions for files created prior to July 1, 1993.

**General**

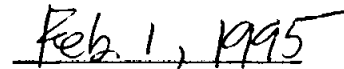
**Office File:** Cut off at end of each calendar year.  
Transfer to State Records Center; hold six (6) years.  
Destroy.

**District**

**Office File:** Cut off at end of each calendar year.  
Transfer to local holding area; hold six (6) years.  
Destroy, and then forward a list of the project files destroyed, with destruction dates, to the Department Records Management Officer at the beginning of the calendar year.

The State Records Committee has approved these disposition instructions for the records series described in this Records Retention Schedule Profile.

  
Edward Weldon  
Secretary of State Designee

  
Date